

MIT ALCOHOL GUIDELINES FOR EVENT HOSTS

In addition to the guidelines below, Event Hosts are responsible for applicable state laws and other MIT policies and procedures governing events and alcohol. For more information regarding procedures for serving alcohol at events and applicable state laws, please consult the MIT Alcohol Policy website at <http://web.mit.edu/rlslp/alcohol> or contact the staff of SLP, CAC, or Information Center

Responsibilities for and of a Liquor License

1. A City of Cambridge Liquor License is required for all events where a cash bar is present (even those catered by MIT Catering) or where there is an admission charge at the door (if alcohol is available).
2. The Event Host must be 21 years of age with a valid form of identification
3. The Event Host must remain present and may not consume alcohol throughout the entire event.

Procedures Every Server of Alcohol MUST Know

1. All servers and event hosts may not consume alcohol during the event.
2. The event must be confined to the assigned room or facility. Alcohol must remain within the event facility.
3. Proof of age must be checked at all entrances to an event. Guests must wear a wristband or other non-duplicable proof of legal drinking age. Proof of age should be checked again when alcohol is served. Hosts are required to attach the bands for the guests.
4. If admission is charged at the door, alcohol, if provided, must be dispensed from a cash bar. Massachusetts General laws prohibit free drinks at licensed events. The minimum price for alcohol at a cash bar is 50¢.
5. Alcohol must be attended at all times. Guests must never be able to help themselves to drinks.
6. A server may not serve more than two drinks to one person at any one time. Pitchers may not be served.
7. Alcohol may not be served to any individual who is under 21 years of age. Violation of this section may result in a fine of \$1000, 6 months imprisonment, or both (M.G.L. c138, § 34).
8. Alcohol may not be served to any individual who is intoxicated.
9. Non-alcoholic beverages and food must be available.
10. "Last Call" must be made at least one half hour prior to the event closing time.

MIT's Restrictions on the Use of Institute Funds

It is prohibited to use Institute Funds to purchase alcohol. In the case of events sponsored by academic departments, labs, and centers, or by administrative units, this prohibition may be waived with the approval of the relevant dean, vice president, or other senior officer, based on a determination that the requirements for serving alcohol at events are understood and will be observed. The prohibition may not be waived when the sponsoring organization is student-run, however, moneys from student-run organizations may be used to hire bonded bartenders and/or party monitors.

Advertising an Event where Alcohol will be Served

Advertising must focus on the event, not the alcohol. Phrases such as "Beverages Available" and "Positive ID Required" are acceptable, while phrases such as "Wine & Cheese Party" and "Beer Bash" are not. Advertising may not offer free alcohol, provide details of the type or brand of alcohol to be served, or include phrases such as "All You Can Drink."

"By signing below, I confirm that I have read, fully understand, and agree to comply with applicable state laws and the policies stated above, and that I will review them with all servers of alcohol at my event. I understand that disregard for these guidelines may result in action by MIT, including closure of the event or individual disciplinary action."

Signature of Event Host: _____ Date: ____ / ____ / ____

Note: For all Institute events where alcohol will be served, the Event Host MUST also complete an "Event Registration Form."

"By signing below, I acknowledge that I have reviewed the above guidelines with the Event Host."

SLP, Information Center, or CAC Signature: _____ Date: ____ / ____ / ____

Event Registration Form # _____

Event Date: ____ / ____ / ____

MIT ALCOHOL PROPOSAL FORM

EVENTS SPONSORED BY MIT STUDENTS IN AN UNDERGRADUATE RESIDENCE

Students and student groups must submit an alcohol proposal to obtain approval to serve alcohol. This form has been created to aid in developing a proposal, however, groups may attach additional sheets of paper or submit a letter with the relevant information in its place. Once completed, proposals should be attached to an "Event Registration Form" and submitted to SLP. In addition, the Event Host must read and sign a "Policies and Procedures" form. If alcohol will be served at your event, please allow an extra week of planning time to obtain the proper approvals.

1. The purpose of the event is _____
2. The event will be (check one): ____ 21+ ONLY ____ All Ages* (estimated percentage of 21+ attendees is ____ %)
*Wristbands required for all ages events.

3. At this event, the alcohol will be purchased and served by... (select option A or B)

- ____ A. ...Third party vendor cash bar. This option is required for events with 50 or more guests in residence halls and all events in CAC and Athletic space.
- ____ B. ...Hosts provide alcoholic beverages (events with 1-49 guests in residence halls). No Institute Funds will be used to purchase the alcohol, which includes collecting money at the door. Beer and wine only. Recommended limit of one drink (4oz wine, 12oz of beer) per person per hour. Event host will designate a monitor for the party - 1 monitor for every 25 guests. The name(s) and age(s) of the hosts, each of whom has a valid form of identification, are:

1. Name: (host) _____ Age: _____
2. Name: (host/ monitor) _____ Age: _____

4. AGE VERIFICATION AND SERVING PROTOCOL: At this event, the following procedures will be used to ensure the event complies with MIT policy and State laws regarding issues such as attendance, id checking, serving protocols, wristbands, etc. (in addition to those agreed to by my signing the "Policies and Procedures" form):
- _____
- _____

5. MONITORING GUESTS' SAFETY: At this event, the following procedures will be used to monitor that guests are drinking responsibly and to monitor guest safety as they leave the event (in addition to those agreed to by my signing the "Policies and Procedures" form):
- _____
- _____
- _____

"By signing below, I confirm that the above information is correct, and that the details outlined in this proposal will be used throughout my event."

Signature of Event Host: _____ Date: ____ / ____ / ____

An SLP officer's approval of this Proposal is indicated in Step 3 of the "Event Registration Form."

GUIDELINES FOR EVENT REGISTRATION FOR EVENTS SPONSORED BY MIT STUDENTS OR STUDENT GROUPS

For more information regarding event registration and other event policies and procedures, please consult the Guidebook to Planning Events @ MIT at <http://web.mit.edu/campus-activities/guidebook> or contact the Campus Activities Complex (CAC) or Student Life Programs (SLP).

What Institute Events must be Registered?

1. ALL events, whether on or off campus, **where alcohol will be served.**
2. ALL on-campus events **where money will be collected** during the course of the event.
3. For on-campus events in facilities other than residence halls, all **non-academic/non-educational on-campus events where the attendance will exceed 100 people.**
4. For events in residence halls, any event **open to non-residents where the attendance will exceed 100 people** OR any event **closed to non-residents where the attendance will exceed 250 people.**
5. Other events when required by appropriate campus departments or under special circumstances.

THE 7 STEPS OF EVENT REGISTRATION

To register your event, please complete the attached "Event Registration Form." *Event registration must be completed at least 5 working days prior to the event.* To assist you, additional information regarding each step is provided below:

STEP 1: The *Sponsor* **MUST** be an MIT student or student group. The *Event Host* is the individual from the *Sponsor* who is responsible for the event. If alcohol will be served at the event, then the Event Host **MUST** be 21 or older.

STEP 2: All on-campus events must confirm that the location of the event has been reserved through the appropriate scheduling office or individual. For events in Residence Halls, the House Manager must confirm the space.

STEP 3: In order to serve alcohol at an event, the event host must obtain permission from the Dean for Student Life and/or his/her designee. To begin the approval process, the event host must also complete an *Alcohol Proposal*, and *Alcohol Guidelines*, attach it to an *Event Registration* form and submit it to SLP. It is suggested that the event host meet with a member of the SLP staff to discuss alcohol protocols prior to submitting a proposal.

STEP 4: Events must be reviewed and approved by the appropriate SLP staff person:

- Register at Student Life Programs (SLP), W20-549, 253-6777, if your event is being held in CAC or Classroom space. If your event is being held in a residence hall please see the SLP staff in W20-549 or W51-040

STEP 5: Events must also be reviewed by Campus Police (W31, 253-1212) to evaluate the need for police details and related security requirements. CP reviews event registrations from 8 AM-4 PM Monday through Friday. Questions will also be asked to clarify any needs your event may have regarding parking or other transportation issues. As appropriate, groups will be referred to the Parking and Transportation Office (E32-105, 258-6510).

STEP 6: Licenses may be obtained at 831 Mass. Ave., Cambridge (building to left of City Hall) and must be posted at the event location. The appropriate office from Step 4 will indicate required licenses for your event.

- An Entertainment License costs \$40 and is required if the event meets the following criteria:

1) will have entertainment rather than academic learning as its main purpose; AND 2) will include an admission fee or mandatory donation

- A Liquor License is required for ALL events where a cash bar is present. If there is an admission charge at the door of your event, alcohol, if available, may only be dispensed from a cash bar. For events under 100 people, the license cost \$35 for Wine & Malt. For events of 100 people or more, the cost is \$55 for Wine & Malt.

STEP 7: The completed copies of the "Event Registration Form," as well as signed contracts and copies of licenses, must be returned to the appropriate registration office (see step 4). **Remember to post your event on the MIT Events Calendar, <http://events.mit.edu/>.**

ANY EVENT THAT HAS NOT MET THE ABOVE REQUIREMENTS ON TIME WILL NOT BE APPROVED

MIT EVENT REGISTRATION FORM
EVENTS HOSTED BY STUDENTS OR STUDENT GROUPS

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Step 1: Event Details *(to be completed by event host)*

Date of Event: M T W R F Sa Su ____ / ____ / ____ Time: ____ to ____ (1 AM limit)

Title of Event: _____

Location of Event: Building(s) _____ Room(s) _____

Sponsoring Student Group: _____ Advisor: _____

Co-sponsor(s): _____ MIT Affiliated? Y () N ()

Name of Event Host *(must be affiliated with Sponsor)*: _____ Student Faculty Staff *(circle one)*

MIT Address: _____ E-mail: _____ Phone: _____ Age: _____

Will there be entertainment? Y () N () Please Describe: _____

Are there any contracts? Y () N () *Contracts must be signed by authorized MIT officials (please check with SLP for details)*

Anticipated Attendance: # MIT Students ____ + # MIT Faculty/Staff ____ + # Non-MIT ____ = Total # ____

Charging Admission? Pre-Sold ONLY () No Charge () At Door () Price: _____

Alcohol? Y () N () Cash Bar? Y () N () Name of Caterer/Bartending Service: _____

Amount & Type of Alcohol: ____ Bottles of Beer; ____ Cases of Beer; ____ Bottles of Wine; Other _____

Amount & Type of Non-Alcoholic Beverages and Food: _____

"By signing below, I accept the responsibility of being the Event Host with the understanding that I am therefore responsible for the actions of the guests at this function and that I must be present throughout the event."

Signature of Event Host: _____ Date: ____ / ____ / ____

Note: If Alcohol is being served, then the Event Host MUST also read and sign the "Alcohol Guidelines Form."

Step 2: Space Confirmation *(to be completed by appropriate scheduling office)*

Confirmed by: _____ Phone: _____ Date: ____ / ____ / ____

Step 3: Alcohol Approval *(to be completed by appropriate SLP staff)*

Approved by: _____ Date: ____ / ____ / ____

Note: To obtain approval to serve alcohol, event host MUST first complete an "Alcohol Proposal Form."

When completed, the proposal should be attached to this form and submitted to SLP.

Step 4: Event Review and Approval *(to be completed by appropriate SLP staff)*

Reviewed and approved by: _____ Date: ____ / ____ / ____

Step 5: Assignment of Campus Police Details *(to be completed by Campus Police)*

Signature: _____ # Police Details Assigned: _____ Metal Detector? Y () N ()

Amount \$ _____ Payment: Cash () Check # _____ Parking Reviewed? ()

Step 6: City of Cambridge Licenses *(to be completed by City of Cambridge staff)*

License(s) Required? Liquor: Y () N () Entertainment: Y () N () Raffle: Y () N () Other: _____

Cambridge License Staff Signature: _____ Date: ____ / ____ / ____

Step 7: Bring Completed Form and Copies of City Licenses to Appropriate Office *(see Step 4)*